

TOWN OF HIGHLAND
3333 RIDGE ROAD
HIGHLAND, INDIANA 46322
1-219-972-7595
FAX - 1-219-972-5097
Renewal form on line at www.highland.in.gov

CONTRACTORS NOTICE OF RENEWAL

AS OF DECEMBER 31, OF EACH YEAR CONTRACTORS WORKING IN THE TOWN OF HIGHLAND MUST RENEW THEIR LICENSE IMMEDIATELY OR THEY WILL BE SUBJECT TO A CITATION FOR WORKING ON AN EXPIRED LICENSE. ALL LICENSES EXPIRE ON the 31st of DECEMBER ANNUALLY.

This is to remind you that your contractor's license must be renewed for the calendar year between November 1st of the previous year and February 28th of the current year . Please fill out the renewal application form below and return it along with the fee of **\$50.00**. Please make check payable to the Town of Highland.



Contractors wishing to renew by mail **MUST** include a **SELF- ADDRESSED STAMPED ENVELOPE** for the return of their license. **If we do not receive a self-addressed stamped envelope your license will be kept in your file at our office.**

APPLICATIONS RECEIVED after **February 28th** of each year, will be subject to a **\$25.00** late fee.

RENEWAL FORM FOR CONTRACTORS LICENSE

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE # _____ Mobil # _____ Fax # _____

E- Mail Address: _____



Please **enclose a current** copy of your **insurance and recorded bond** for our files. **FAILURE TO SUBMIT THE ABOVE WILL DELAY THE ISSUANCE OF YOUR LICENSE AND LATE FEE WILL BE IMPOSED.** IF THE ABOVE IS NOT RECEIVED BEFORE FEBRUARY 28TH YOUR CHECK WILL BE RETURNED AND A NEW CHECK WILL BE REQUIRED TO INCLUDE THE

LATE FEE IMPOSED. PLEASE BE SURE YOUR BOND IS MADE OUT PROPERLY AND RECORDED.

If you have any questions regarding the recording of your Lake county Bond, please contact the County Records Office in Crown Point, 1-219-755-3730. Any other questions may be directed to the office of the Building Commissioner at 1-219-838-3185.